

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
January 13, 2014**

MEMBERS:

Kenna Allen	Shannon Harr	Margaret LaFontaine	Brooke Mills	Clarissa Purnell
Sheila Barber	Paul Hitchcock*	Amanda Lewis	Amy Moore	Gabria Sexton
Benji Bryant	Joe Hunsucker	Patty Little*	Kerry Murphy	Ernie Tackett
Rhonda Crisp	Michelle Hutchinson	Paige McDaniel	Scott Niles	Barbara Willoughby
Jason Dailey*	Travis Jolley	Rebecca McGinnis	Lora Pace	Donnie Willoughby*
Craig Dennis	Yvette Kell*	Tina McWain*	Ray Perry*	

*Denotes member was absent.

Guests:	Phil Gniot, HR Director; and Ann Rathbun, Faculty Senate Chair
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Chair Harr called the meeting to order at 1:02 p.m.

Motion:	To approve the minutes from the December 2013 meeting	
	Proposed: Rep. Pace	Seconded: Rep. LaFontaine
Called for Vote:	Motion passed.	

Chair's Report	Chair Harr reported that the PLC hadn't met, but would meet soon. Members have some questions about compensation and job reclassification issues for Mr. Gniot. Those will be asked during the HR report.
Vice-Chair's Report	Vice-Chair Dennis reported that the website has been updated. Members should let him know if there are any corrections.
Secretary's Report	Secretary Crisp reported the supply balance is \$2,562.84. \$27.16 was spent on refreshments in December.

Faculty Senate Report: Faculty Senate Chair Rathbun reported that they are still working on the Standing Committees. She apologized because the website has not reflected the correct committee membership. She has been assured that this issue has been or will be taken care of immediately. They are working on UARs and PACs. She asked for Staff Congress to let her know if they need help with the PGs they are working on. Chair Harr also volunteered to help Faculty Senate with the UARs and PACs if needed.

Committee Reports

Benefits & Compensation	Committee Chair Moore reported that the committee met in December. When Mr. Gniot gives his report, it should include what was discussed at the committee meeting.
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Credentials & Elections	<p>Committee Chair Pace reported the committee has been working on updating PG 44 and 50. The second reading of the Bylaw revisions will be brought forth in 'Old Business'.</p> <p>Committee Chair Pace will recheck the Standing Committees again and email the chairs of the committees with membership. Chair Harr appreciates Rep. Pace's diligence in straightening out the committee membership lists.</p>
Staff Issues	<p>Committee Chair Allen reported there had been only one staff concern related to the water being shut off and staff being notified in a timely manner. The last outage was because of a water line break and was an emergency situation. That is why there was no advance notice. If there is a scheduled shut-off, it will be broadcast in advance.</p>
Sustainability Committee	<p>Rep. Bryant reported that we have received approval to purchase 50 recycling bins to replace the temporary bins that are on campus now. There will also be 11 recycling bins placed in the residence halls. MSU will participate in RecycleMania in March. More information to come later.</p>

Regent's Report: No report.

Human Resources Report: Phil Gniot reported that employees would not get new Anthem cards unless dependents were added. Employees can use their spouse's card for added dependents until the new cards are received, which will be in about 10 days. Anthem had our information on December 13, but they were a little late getting it into the system. Anthem is huge and this is their busiest time of year, so it takes a while sometimes for updates to be completed.

Tri-Star did not get the HRA updates in the system by January 1, but it was fixed by the first week of January. HRA money should be showing up in employee accounts now. The FSA was showing up correctly.

There were not many changes to benefits. If anyone would like to see the changes, Mr. Gniot will share information with anyone who asks.

Questions for Mr. Gniot:

1. How long do we have to make FSA or HRA claims? You can go back as far as we have had the HRA to make claims. You have until the end of the quarter (March) to make FSA claims. They must be submitted by the end of June.
2. Do we have a pharmacy rebate? There is no general rebate going on, but if you were charged a higher co-pay than you should have been, you could get a refund.
3. Could we have an update on the desk audits? Exempt job descriptions have been reviewed. There are 337 exempt positions. 412 people work in these positions. There are three categories: Group A – were recently reclassified or had already received updated job descriptions, Group B – HR was relatively confident that the positions were classified correctly, Group C – job descriptions had not been updated in a long time. There were 56 desk audits. 60 people were recommended to be changed from exempt to non-exempt status. There will be no decrease in pay

or benefits for these people. The only difference will be in payroll. Exempt employees are paid currently. They work the first through the fifteenth and are paid on the fifteenth. Non-exempt employees are paid in arrears. They work the first through the fifteenth and are paid on the 30th. There will be a pay adjustment to bridge the gap through the end of the fiscal year for the employees moving to non-exempt. Their pay will be adjusted over the next five months. Two-thirds of the 60 people will receive a raise that they should have received in July, if they had been hourly then. They will get their pay increase in February. They will be brought to minimum and receive half of their experience level. The rest of their pay implementation will be on July 1 as regularly scheduled. Mr. Gniot met with the cabinet on Friday. They decided that for those being changed to non-exempt, each person will be met with individually for questions to be answered. The meetings will start next week. Some of the 60 people are in a gray area. Supervisors will make the decision on whether to move those people to non-exempt. The decision will be based on the person's level of decision-making authority.

4. The people being moved to non-exempt will get a pay increase, but they also received \$1000 in July. Will they get to keep that? Yes, it will help make up for them not getting the July raise.
5. Were Federal Labor Laws the driving force behind the desk audits? Yes. If we were to be audited by the Department of Labor, we want to be in compliance.
6. Will the changes impact contract length, retirement, EEO category, job descriptions, etc.? No, there will be no changes to contract length or type of contract, retirement, job description, or EEO category. It doesn't matter if you are exempt or non-exempt to be in a certain EEO category. If your job requires a degree you are in KTRS, if your job doesn't require a degree you are in KRS. That will not change. Grades will be changing across positions. There will no longer be Exempt or Non-exempt grades.
7. Will employees be paid overtime or take flextime? That will be a department by department decision. If the department has funds to pay overtime over 40 hours, they can pay. If they do not have funding, then they can use flextime. Employees cannot bank time. Flextime would be taken during the same pay period and would be the decision of the supervisor.
8. Was everyone who had a desk audit moved to non-exempt? No, a lot of people were not recommended to change to non-exempt.
9. Will the people in the gray area get a raise? They will if they need to be raised to minimum and get brought to market. For others in the gray area, they could get a raise if their position is upgraded.
10. If an employee is moved to non-exempt, will they have to now work 40 hours per week instead of 37 ½? No, they will still work 37 ½, but any hours over 40 would qualify for overtime. 37 ½ to 40 is still considered regular time. If the department has no money for overtime, then flextime could be used.
11. What happens if someone goes down a grade based on the desk audit? This information will be communicated individually to those employees. They will get a letter that gives them information such as: title, grade, current and proposed salary. In July they will have one more year of experience and the market will shift, so that will be taken into effect at that time. This information will go out in the annual contract letter.

12. Is the compensation plan still going forward? Dr. Andrews is still committed to full implementation in the time-frame that was developed. Our intention is to move forward. We should manage pay instead of pay managing us.
13. Are we properly staffed? The earlier we look at this the better. Chair Harr mentioned that the president talked about this during Convocation. Budgets are tight and there might be some repurposing of employees. This would be better than the alternative. There might be some retraining and movement of employees. We need to be prepared, just in case this happens. Vice-Chair Dennis mentioned that if we need to right-size the university, then staff needs to be fluid to help where needed.

Chair Harr expressed his appreciation that Mr. Gniot was so willing to take the time to answer all our questions.

Cabinet Report: No report.

Old Business: Rep. Pace did the second reading of the Bylaws revision.

Motion:	To accept the revisions to the Bylaws as outlined	
	Proposed: Credentials & Elections Committee	Seconded: None Needed
Called for Vote:	Passed	

New Business: None.

Announcements:

- Classes began today.
- MLK Holiday January 20 – MSU closed
- Next Staff Congress Meeting – February 3, 2014, 1 p.m., Riggle Room
- The Recreation Center will host their first Fifth Fridays Program on January 31 from 4-7 p.m. There is a \$3.00 guest fee which includes access to everything except the fitness area.

Motion:	To adjourn	
	Proposed: Rep. LaFontaine	Seconded: Rep. Purnell
Called for Vote:	Passed	

Minutes submitted by: Rhonda Crisp, Secretary